

Graduate Student Handbook

2016-17



CAL POLY POMONA

WELCOME TO CAL POLY POMONA!

The Graduate Student Handbook is intended for current and incoming graduate students, faculty advisors and department staff members. This handbook contains information about university and academic policies, financial aid, student support resources and dates and timelines for the 2016-17 academic year. Please send any comments and any suggestions for improvements to Rebecca Rivas, Graduate Studies Analyst, at rrivas1@cpp.edu.

Please note that information contained in this handbook does not supersede information, policies, or procedures in the University Catalog or any more restrictive requirements that specific departments have. The University Catalog is the official record for the University.

GRADUATE STUDIES OFFICE INFORMATION

The Graduate Studies Office, under the direction of the Associate Vice President of Academic Quality & Assessment, provides leadership of graduate programs, overseeing the creation, support, and academic integrity of these programs. The Executive Graduate Council advises the Associate Vice President of Academic Quality & Assessment in all matters of the university's graduate and postbaccalaureate programs, including programs and policies, curriculum and other issues affecting student success. The Graduate Studies Office is responsible for processing graduate students' contracts, petitions and coordinates the binding of theses and projects. The Graduate Studies Office coordinator supports students in the completion of graduation requirements and assists them in resolving issues related to progress to degree, and works with departmental staff and faculty in issues related to graduate program policies and procedures.

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For more department information, visit <https://www.cpp.edu/academic-programs/graduate-studies>.

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CONNECTING WITH YOUR GRADUATE PROGRAM COORDINATOR

Each department or degree program has a faculty graduate program coordinator designated to provide overall supervision for the graduate program. Your program's coordinator will serve as your most important contact. It is your responsibility as a student to arrange appointments for advisement with your graduate program advisor through the department or via email. At a minimum, you should obtain advisement prior to or during the first quarter of attendance, when requesting unconditional standing by filing a program of study plan, and when applying for graduation prior to the final quarter.

To find contact information for your graduate program coordinator, visit <https://www.cpp.edu/academic-programs/graduate-studies/about/graduate-coordinators.shtml>.



A master's student in English at the 2015 College of Letters, Arts, and Social Sciences Commencement ceremony.

SEMESTER CONVERSION

Current Quarter System

Currently, CPP classes are offered on the quarter system (10 weeks of instruction plus one week of finals). The fast pace of the quarter system can be challenging to adjust to, especially if you are coming from a university that has a semester system. Students are encouraged to be proactive, study regularly and stay on top of deadlines.

Semester Conversion

Cal Poly Pomona is well underway in its conversion to a semester calendar, with a go-live date for fall 2018. Converting to semesters is meant, above all, to serve you, our students. It's an opportunity to fundamentally reshape the curriculum and academic programs to ensure that they are current and meet your needs in the 21st century.

Pledge to Students

- There should be no loss of credits earned before the semester conversion.
- Time to graduation should be the same regardless of conversion.
- Students will receive exceptional advising support and assistance.
- Annual tuition and fees should not increase as a result of the conversion.
- Financial aid should not be adversely affected.

What Students Should Do

- Meet minimum grade requirements and satisfy all other graduation requirements.

Frequently Asked Questions

Who is affected?

The change primarily affects students who will graduate after summer 2018. Under the guidance of graduate academic advisors, students should develop a contract that explains how the student will complete their degree requirements during the transition to ensure timely graduation.

Will all of my quarter units count toward my degree after we convert to semesters?

The university will make every effort to ensure that the units students have already earned will count toward their degrees.

How will financial aid be impacted?

A semester schedule will decrease the number of financial aid check disbursements. However, the student's financial aid awards are given for an academic year regardless of whether the school calendar is based on quarters or semesters.

Need More Information?

Students will receive a quarterly newsletter via email with news updates, announcements and helpful information. Open forums will be held to provide information and obtain student feedback.

Go online for more information!

- Semester Conversion website (cpp.edu/semester)
- University home page (cpp.edu)
- PolyCentric News (polycentric.cpp.edu)
- Cal Poly Pomona Facebook page (facebook.com/calpolypomona)

ACADEMIC POLICIES

UNIVERSITY CATALOG

The Cal Poly Pomona University Catalog is updated annually and constitutes the university's official document of record hereafter referred to as the University Catalog. Students are responsible for the information contained in the University Catalog. Failure to read and understand the deadlines and regulations will not exempt a student from whatever consequences may occur.

To access the University Catalog, visit <https://catalog.cpp.edu>. For more information about graduate studies, visit <https://catalog.cpp.edu/content.php?catoid=10&navoid=1228>.

UNIVERSITY REQUIREMENTS FOR A MASTER'S DEGREE

Graduate programs are based upon adequate preparation at the undergraduate level. Students who plan to become candidates for a master's degree must hold a bachelor's degree substantially equivalent to that of California State Polytechnic University, Pomona in the discipline in which they intend to do their advanced work, or they must be prepared to undertake additional work to make up any deficiency. Students seeking a master's degree at this university will submit an acceptable thesis, or project, or successfully pass a comprehensive examination after advancement to candidacy.

General Requirements

The requirements for graduation depend upon the master's degree program undertaken and upon the major field. The following requirements apply to all master's degrees offered by the university:

- The program for the one-year master's degree must consist of not fewer than 45 units in courses at the 300 or 400 levels (for Engineering and Business Administration), with a minimum of 24 units of 500 and 600-level courses completed at the university consistent with departmental requirements. Master's programs requiring a total of more than 48 units will require more than 24 units of 500 and 600-level courses.
- Two-year master's degrees have higher unit requirements than specified above.
- A total limit of 13 transfer and/or extension and/or petitioned units for graduate credit may be included on a master's contract.
- No graduate credit will be given for lower division coursework at the 100 or 200 levels.
- All 600-level courses are open only to graduate students classified as unconditional.
- At least 32 units of upper-division and graduate-level offerings must be completed in residence at this university.
- A minimum of 3.0 (B) average must be earned in all graduate work taken at this university while in postbaccalaureate standing and in degree programs. No course with a grade lower than "C" (2.0) may apply toward the fulfillment of degree requirements. Once a graduate study contract has been established, courses may only be moved to or from the contract by means of a properly approved graduate petition. Contract courses with a grade of "F" must be repeated with a passing grade.
- A course may not be used for credit toward both a baccalaureate and a master's degree.
- A thesis, project or comprehensive examination is required in all programs.
- A favorable vote of the department, school or center faculty is required before the degree may be conferred.
- A graduate student who expects to receive a degree at the end of any quarter must submit an application online

via BroncoDirect prior to the deadline listed in the academic calendar. A student must be enrolled in the university they graduate. Degree requirements are outlined in departmental sections of the University Catalog. Students seeking a master's degree will be held responsible for meeting requirements applicable to the program of their choice and for fulfilling general master's degree requirements.

- The Graduation Writing Test requirement must be fulfilled before Advancement to Candidacy. See the Graduation Writing Test entry for more details.
- A Report of Culminating Experience must be submitted to the Graduate Studies Office during the quarter of graduation. This report certifies that a graduate student has successfully completed all components of the Culminating Experience for the designated degree as specified in the University Catalog.

CONCURRENT ENROLLMENT IN POSTBACCAULAUREATE PROGRAMS

A student may not enroll for a bachelor's and a master's degree or for two master's degrees concurrently. This does not apply to enrollment with the goal of obtaining a master's degree and a credential at the same time. Qualified students may request to enroll in a credential program concurrently with a master's degree at this university.

CONTINUING STATUS

A student may be absent from the university ("stop-out") without filing for a leave of absence if the leave does not exceed the absences permitted. For more information, visit www.cpp.edu/registrar/academic-policies/stop-out.shtml.

CONTRACT (DEGREE PROGRAM OF STUDY)

At the time a student is admitted to a master's program, they should arrange to meet with their department graduate program coordinator to prepare a Degree Program of Study, or graduate contract. If a student is admitted as an unconditional graduate student, they should accomplish this step as soon as possible. A graduate contract must be prepared and submitted for approval to the Graduate Studies Office no later than the end of the second quarter of attendance, or prior to the completion of 13 units. Graduate students will see a service indicator placed on their account during their first quarter enrolled in a master's program. It will not affect the student's registration until the fourth quarter of enrollment. As soon as the student files a contract with their major advisor or graduate program coordinator, the department can remove the hold.

When the program has been approved by the Graduate Studies analyst, a copy is sent to the graduate coordinator who has approved it. The Graduate Studies analyst retains a copy. The original contract is sent to the Evaluations Office and is used as the official record of the student's progress toward the degree.

COURSE SUBSTITUTIONS AND REPETITIONS

Course Substitutions

It may be necessary to change a Degree Program of Study based upon special circumstances or course unavailability. The substitution of a course on your Degree Program of Study is done with the approval of your advisor, graduate program coordinator, department chair, and college dean. You must request a course substitution by submitting a Graduate Academic Petition form before the course is taken. To download the form, visit https://www.cpp.edu/academic-programs/graduate-studies/documents/Graduate_Academic_Petition.pdf.

Repetition of Courses

A graduate student may not file a repeated course form, but may repeat a course if a grade of "C-" or less was assigned. All grades received in repeated courses will be included in the calculation of the CPP, overall and contract GPA.

TRANSFER CREDIT FROM OTHER INSTITUTIONS

Transfer Credit from Other Institutions

If accepted by the faculty of the discipline involved, graduate credit from another accredited institution may be applied toward the master's degree. The transfer credit limit is 13 units. The stipulations under "Time Limit" apply to transfer courses. Extended University coursework may also be used to satisfy prerequisites or degree requirements when such work is acceptable to the department offering the master's degree. The coursework credit limit is 13 units. A limit of 13 transfer, Extended University, and/or units petitioned for graduate credit may be included on a contract.

Correspondence courses may not be used to satisfy degree requirements. Please note that all transfer work is posted (not just the courses the student is petitioning) regardless of being used on the contract and will be computed into a student's overall GPA. A student needs to file a graduate petition with their department to request that a transfer course be used to fulfill graduation requirements. Official transcripts from other institutions should be mailed to the Office of Admissions & Outreach.

Transfer to Another Master's Degree Program

A student in good standing in a master's degree program may transfer to another program with the approval of the new department. The amount of credit transferred from one program to another will be determined by the new department. Credit earned at this university in one master's degree program may be carried from that program to another subject to approval. Students who finish one master's degree must submit a new admissions application for a second master's degree.

CULMINATING EXPERIENCE, ADVANCEMENT TO CANDIDACY AND THESES

Advancement to Candidacy

Some type of culminating experience is required for each master's degree. Acceptable culminating experiences include a thesis, project or comprehensive examination. Individual departments permit the experience in one or more forms. In order to advance to candidacy for a culminating experience, a student must have an approved contract on file, be in good academic standing (at least 3.0 GPA), complete all preparatory courses, and receive a pass/waive on the Graduation Writing Test.

Comprehensive Examination

A comprehensive examination may be required in lieu of a thesis or project as a culminating experience for the master's degree. When a comprehensive examination is an element in a candidate's approved degree program, it must be completed satisfactorily before the candidate will be certified to receive a master's degree.

The comprehensive examination is administered by a departmental graduate faculty committee under the leadership of the graduate program coordinator or major professor. A candidate for the master's degree at this university shall be permitted to take the comprehensive examination no more than two times. Failure to complete the examination satisfactorily the second time will result in termination of the candidate's master's degree program and further registration.

In some departments, credit is given for successful completion of parts of the comprehensive examination. There may then be different criteria than stated here for full compliance. Candidates will be fully informed of any departmental variations in requirements.

Guidelines for Master's Project or Thesis Committee

Please check with your department on project or thesis committee requirements.

Guidelines for Master's Project or Thesis Formatting

The Graduate Studies Office has established formatting guidelines for master's projects and theses. Projects and theses are

University Records, and as such, must conform to standardization in order to achieve consistency. It is your responsibility to check with your department and committee for the style manual required for your discipline. We encourage you to consult with your advisor and/or department graduate coordinator for current regulations, procedures, and deadlines concerning your project or thesis. You can review the project or thesis formatting guidelines at <https://www.cpp.edu/academic-programs/graduate-studies/project-thesis-guidelines/index.shtml>.

Thesis/Project Enrollment

If a thesis or project is included in the degree program, the candidate may register for 695 (project) or 696 (thesis) only with approval of the major professor. Before registration, the candidate shall confer with the thesis advisor and have selected a thesis committee and a tentative subject. Each candidate is required to register each succeeding regular quarter until the work is complete in order to receive university services. However, total registration shall not exceed the number of thesis or project units in the approved degree program. The candidate who has enrolled for the maximum number of thesis or project units prior to completing the work should register for 699 (Master's Degree Continuation) to avoid a break in residence.

During any break in residence, non-enrollment or leave of absence, a candidate may not use university facilities or receive faculty assistance. When a candidate has failed to maintain resident status through non-enrollment or leave of absence after commencing a thesis or project, readmission to the program will require departmental approval. Since passing the final oral exam is a part of the completion of thesis in several disciplines, the graduate candidate must be enrolled the quarter the oral exam is taken.

A thesis or project in the official master's degree program will carry not fewer than two or more than nine units of credit, depending upon departmental policy. The credit for course 695 or 696 will be recorded on the official transcript when the thesis has been completed, the committee has signed the approval page and the University Library provides thesis clearance. Deadline dates for thesis submission to the Graduate Studies Office can be found on the Graduate Studies Office website at <https://www.cpp.edu/academic-programs/graduate-studies/project-thesis-guidelines/deadlines.shtml>. Projects must be completed on the same time schedule, but may have separate departmental rules for approval and submission.

USE OF HUMAN SUBJECTS OR ANIMALS IN RESEARCH

Concern for Animal Welfare

The university is committed to the proper care and use of vertebrate animals used in research and instruction on campus. The Animal Care and Use Committee (ACUC) has university oversight and the responsibility to evaluate proposed uses of vertebrate animals and to approve such uses at the university or under university or Cal Poly Pomona Foundation sponsorship. Cal Poly Pomona has been accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care, International, and retains an Assurance Statement with the Public Health Service of the National Institutes of Health. Any instances of improper treatment of vertebrate animals in teaching or research should be reported to the Office of Research. Information about policies and procedures concerning uses of vertebrate animals is available in the Research Office and at www.cpp.edu/research/acuc/index.shtml.

Protection of Human Subjects Policy

University policies and procedures for the protection of human subjects in research have been developed to comply with the Federal Policy for the Protection of Human Subjects, and are specified in the university's Federal-wide Assurance filed with the US Office of Human Research Protections. The Institutional Review Board (IRB) has university oversight, and has the responsibility to determine risk with regard to human subject research and to approve or not approve such research conducted at the university or under university or Cal Poly Pomona Foundation sponsorship. This approval must be obtained prior to the initiation of the research. Information and copies of the Policies and Procedures for the Protection of Human Subjects are available in the Office of Research and at www.cpp.edu/research/irb/index.shtml.

DETERMINATION OF GRADUATION REQUIREMENTS

Graduate students may decide to meet the degree requirements listed in the Cal Poly Pomona university catalog at the time they take their first course as a conditional or unconditional student in that degree program or at the time they graduate. Substitutions for discontinued courses may be authorized or required by the department offering the degree. The curriculum year for a master's student will remain the same if the change is from one option/sub plan in the same program/plan.

Graduate students who are not in attendance for more than two consecutive quarters, do not have an approved leave of absence form on file, and have more than nine units left to take are considered to have broken enrollment status. In this case, a student must apply for readmission to return and continue their studies. Returning students must meet with their graduate program coordinator and file a new master's Degree Program of Study. Returning students may elect to meet the degree requirements listed in the Cal Poly Pomona university catalog at the time they take their first course after returning or at the time they graduate.

Returning Cal Poly Pomona graduate students who have satisfied the GWT requirement and have no more than 9 quarter units left to take must meet with their graduate program coordinator and file a graduate academic petition to be allowed to complete requirements on the curriculum being followed when last enrolled, a plan to validate any outdated coursework and a new Degree Program of Study. If these three items are approved, the student shall meet the degree requirements listed in the Cal Poly Pomona university catalog at the time when last enrolled.

A change in graduate objectives is not considered a break in enrollment status, but the student may elect to meet the degree requirements listed in the Cal Poly Pomona university catalog at the time the objective was changed or at the time of graduation.

Election of Requirements for Credential Students Pursuing a Master's Degree

Credential students pursuing a master's degree and remaining in continuous attendance may elect to meet the degree requirements in the quarter they are admitted into a master's degree program, or at the time they graduate from the Master's degree.

GRADUATION PROCEDURES AND PARTICIPATION IN COMMENCEMENT

Candidates must be enrolled in the university during the quarter in which they graduate. Students must submit a graduation application through BroncoDirect by the appropriate deadline. For deadline dates and instructions on how to apply and pay for graduation, visit www.cpp.edu/registrar/graduation/index.shtml. The application is valid only for the quarter for which it is submitted. Students that fail to submit their application by the appropriate deadline may be required to graduate in a future quarter.

Students can monitor their degree progress 24/7 through BroncoDirect. The Degree Progress Report is a tool that provides information about the completion status of graduate degree requirements. It indicates which requirements have been satisfied and which ones still must be completed. The Degree Progress Report is based on the student's curriculum year of when they were first admitted into the master's degree program and is reconciled with the student's Degree Program of Study. Due to the broad choice of electives some programs allow, the Degree Progress Report may not accurately reflect the Degree Program of Study until the graduation check is completed. A student who becomes inactive due to non-enrollment and does not file a leave of absence will have to be re-apply to the university. If admitted, the student will follow the curriculum year requirements for the newly admitted year/term.

External master's programs (MIA, MSHM, MIA, MS Geology, MSA, MSEE, and MS in Systems Engineering) do not have access to a Degree Progress Report. Students in these programs should follow their Degree Program of Study and should consult with their major advisor for questions or clarification regarding degree progress. The graduate program

coordinator and the Registrar's Office can provide guidance and assistance on graduation policies and procedures.

Graduation checks for all graduate students are done automatically after the completion of 35 units or 65-70 units for MLA, MURP, and MARC. Students will be notified by the Registrar's Office via email when their graduation checks have been completed. Students should monitor their Degree Progress Report and their Degree Program of Study once a graduation check has been completed to view any deficiencies and take appropriate action. Graduate academic petitions and official transcripts from other institutions should be received by the Registrar's Office in a timely manner to ensure accuracy of the graduation check.

All master's students are required to submit a Report of Culminating Experience Form to the Graduate Studies Office upon completion of their terminal requirement. To download the form, visit https://www.cpp.edu/academic-programs/graduate-studies/documents/RCEform_Oct.2010.pdf.

Any graduate student who receives a Cal Poly Pomona master's degree during the academic year (fall, winter, spring and the preceding summer quarter) is automatically eligible to participate in that year's Commencement ceremony held in June. Graduate Students, who have not completed all of the graduation requirements, including the GWT, and/or the terminal requirement, may not participate in Commencement. For more information, visit www.cpp.edu/commencement.

GRADES

Appealing a Grade

Under the provisions of Executive Order 1038 and Cal Poly Pomona's Statement of Student Rights, Responsibilities, and Grievance Procedures, students may appeal grades that they consider to be unfair. In the appeal process, however, it is a basic presumption that the grades assigned to a student are correct. Thus, the burden of proof rests with the student who is appealing. For specifics of the appeal procedure, including petition deadlines, visit www.cpp.edu/academic-programs/academic-advising/university-policy-information/grade-appeals.shtml.

Grading System

The university employs the following grading system for graduate courses:

- A:** Superior work representing effective representation, unusual competence, and high skill.
- B:** Very good work meeting full requirements for performance at the graduate level.
- C:** Adequate, meets minimum requirements of the course; acceptable for graduate credit, (2.0).
- D:** Minimally Acceptable Work not acceptable for graduate contract work.
- F:** Unacceptable, below minimum requirements of graduate courses.

CR/NC: Credit/No-Credit

I: Incomplete Authorized

IC: Incomplete Charged

AU: Audit (no credit)

RP: Report in Progress

W: Withdrawal

WU: Withdrawal Unauthorized

RD: Report Delayed

At the discretion of the instructor, plus and minus (+/-) grading symbols may also be granted. The grade points associated with each grade are as follows:

A = 4.0	C = 2.0	I = 0
A- = 3.7	C- = 1.7	IC = 0
B+ = 3.3	D+ = 1.3	RP = 0
B = 3.0	D = 1.0	W = 0
B- = 2.7	D- = 0.7	WU = 0
C+ = 2.3	F = 0	RD = 0
AU = 0		

Every course included on a graduate contract requires a grade of “C” or higher to fulfill the requirements of the contract. A “C-” grade or lower would not be acceptable and the course would have to be repeated.

The “RP” grade is approved for all university courses numbered 690-699. All “RP” symbols must be changed to letter grades within a one-year time-limit. The only exceptions are 695 and 696, which have two-year allowances. After an RP grade has expired (without the assignment of a letter grade by the instructor), the Registrar’s Office will convert the grade to a grade of NC. This grade will indicate lack of credit on the student’s transcript. The units will not contribute to satisfying degree requirements, but the grade will not affect the student’s GPA. In any 600-level courses, if not completed within the allotted time, the student must re-enroll to receive credit.

Minimum Grade Point Average

If a graduate student has attempted all the courses in an approved master’s degree program with less than a 3.0 (B) average in contract courses, with less than a 3.0 (B) average in graduate work at Cal Poly Pomona, or with less than a 3.0 average in all upper division and graduate work attempted while on graduate standing, the student’s major department may terminate the program or require the student to take additional courses in an attempt to raise the program grade point average to the minimum 3.0. When the student’s major department recommends that he/she be allowed to do the latter, the additional courses selected must include at least two courses at the 500-699 level and total not less than 6 quarter units; apply directly to the student’s master’s degree objective, although they need not be drawn from offerings in the student’s major department; and be new courses (courses previously completed but not originally listed in the master’s degree program may not be used).

If the student fails to earn the minimum 3.0 (B) grade point average on completion of the revised master’s degree program as outlined above, the program may be terminated without award of the master’s degree. Graduate students may not use either the campus course repeat or academic renewal policies, which apply only to undergraduate students. Grades earned at another institution may not be used to offset grade point deficiencies in courses taken at this university.

DISQUALIFICATION/REINSTATEMENT FOR GRADUATE STUDENTS

A graduate student shall be placed on academic probation if at any time the cumulative grade point average in all graduate level coursework attempted or cumulative grade point average for graduate coursework attempted at Cal Poly Pomona falls below 3.0. The student shall be promptly notified in writing of their probation status.

A graduate student will be placed on academic probation when their cumulative grade point average in either graduate coursework completed at Cal Poly Pomona or for all attempted graduate coursework falls below 3.0 for the first time, even in circumstances where his/her GPA falls below the disqualification thresholds outlined below.

A graduate student shall be removed from academic probation when the cumulative grade point average in all

graduate course work attempted, and the Cal Poly Pomona cumulative grade point average is 3.0 or higher. The student shall be provided with any additional conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed. After the first occurrence of the GPA falling below 3.0, graduate students may be academically disqualified without first being put on probation.

A graduate student is subject to academic disqualification if:

- After the completion of 12 quarter units of graduate work, the student's cumulative grade point average falls below 2.3 for all graduate work completed at Cal Poly Pomona or for all graduate work attempted.
- After the completion of 24 quarter units of graduate work, the student's cumulative grade point average falls below 2.7 for all graduate work completed at Cal Poly Pomona or for all graduate work attempted.
- After the completion of 36 quarter units of graduate work, the student's cumulative grade point average falls below 2.9 for all graduate work completed at Cal Poly Pomona or for all graduate work attempted.

All academically disqualified students shall be notified of their disqualification at the beginning of the quarter following the assignment of that academic standing. The disqualification notification shall advise the student that the disqualification is to be effective at the end of the quarter. The disqualification notification shall include any conditions which, if met, will result in permission to continue in enrollment. After notification students shall be permitted to continue with their classes, if already enrolled, until the end of the quarter. These students will have, in effect, a "grace" quarter during which time they can demonstrate improved potential for academic success and appeal the restriction on enrollment.

In special instances, a disqualified graduate student may be permitted to be reinstated into a different graduate program. All cases involving the reinstatement of a disqualified graduate student must have the approval of the graduate committee in the new department and the new college dean.

Graduate students may petition for reinstatement following disqualification with no break in enrollment. Graduate students will normally be ineligible for reinstatement or readmission after a second disqualification. However, in exceptional circumstances, a student may be allowed to petition for reinstatement or readmission after a second disqualification.

Administrative-Academic Probation

A graduate student may be placed on administrative-academic probation for any of the following reasons:

- Withdrawal from more than two-thirds of a program of study in two successive quarters or in any three quarters. A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to administrative-academic probation for such withdrawal.
- Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 quarter units of No Credit, when such failure appears to be due to circumstances within the control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation as defined by campus policy routine for all students or a defined group of students. Examples would include a failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or failure to make satisfactory progress in the academic program.

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

Administrative-Academic Disqualification

A student who has been placed on administrative-academic probation may be disqualified from further attendance if:

- The conditions for removal of administrative-academic probation are not met within the period specified.
- The student becomes subject to academic disqualification while on administrative-academic probation.
- The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

When a student has been placed on administrative-academic disqualification, they shall receive written notification including an explanation of the basis for the action.

In addition, the Associate Vice President of Academic Quality and Assessment may disqualify a student who at any time during enrollment has demonstrated behavior so contrary to the standards of the profession for which the student is preparing as to render them unfit for the profession. In such cases, disqualification will occur immediately upon notice to the student, which shall include an explanation of the basis for the action, and the campus may require the student to discontinue enrollment as of the date of the notification.

GRADUATION WRITING TEST

Students must demonstrate competency in writing skills as a requirement for graduation via the Graduation Writing Test. At Cal Poly Pomona that competency is demonstrated by passing the GWT with a score of 7 or better. The Graduation Writing Test is required of all students. For more information, visit www.cpp.edu/testcenter/tests/gwt.shtml.

LEAVE OF ABSENCE

When a student finds it necessary to interrupt progress toward a degree for a reason related to the educational objective and acceptable to the appropriate university authorities, the student may be granted a leave of absence. A leave of absence will be granted when the student has filed an approved petition with the Registrar's Office. The leave of absence petition form, which must be approved by the department chair, or graduate program coordinator and college dean, shall specify the reasons for the leave and the duration of the leave. A student granted a leave of absence has a commitment from the university to be reinstated in good standing. This commitment must be validated by a written notice of return from leave for the quarter of return specified in the leave application submitted to the Registrar's Office no later than two weeks prior to the rescheduling of continuing students for that quarter. The Leave of Absence petition can be used to request an absence of more than two consecutive quarters, but no more than eight consecutive quarters. To fill out the form, visit <https://polyform.cpp.edu/LoginFormProc/UnityForm.aspx>.

MAXIMUM UNIT LOAD

The maximum load for graduate students is 16 units (Architecture allows 18 units). Exceptions may be made by a student's advisor. A student must petition for permission to carry over 16 units in one quarter. Maximum program limits will be waived only upon presentation of evidence of the student's ability to complete successfully such a group of courses. Graduate students are considered as full-time students for most purposes, such as veteran's benefits, when they are enrolled in 8 units.

RETROACTIVE WITHDRAWAL

The retroactive withdrawal process allows students to petition to withdraw from all classes in one or more quarters after those quarters have ended. Students must apply for retroactive withdrawal within one calendar year from the last day of the quarter they unofficially withdrew from their classes and provide a clear explanation of why they did not withdraw from the university by filing appropriate forms with the Registrar's Office during the quarter(s) in question. For more information, visit www.cpp.edu/registrar/academic-policies/retro-withdrawal.shtml.

TIME LIMIT FOR A MASTER'S PROGRAM

The graduate degree program of not fewer than 45 units shall be completed within 7 years from the time the first course (including transfer courses). This time limit, at the option of the university, may be extended for students who pass a comprehensive examination in the entire subject field or who validate the outdated coursework by examination. The plan for validation of outdated coursework must be negotiated in consultation with the graduate coordinator and approved by the College Dean and the Associate Vice President for Academic Quality & Assessment. Documentation of the approved plan must be placed in the student's permanent file. For more information, visit <https://www.cpp.edu/academic-programs/graduate-studies/policies-and-procedures/expired-coursework.shtml>.



A master's student in engineering at the 2015 College of Engineering Commencement ceremony.

FINANCIAL AID RESOURCES

CSU CHANCELLOR'S DOCTORAL INCENTIVE PROGRAM

The CSU Chancellor's Doctoral Incentive Program is the largest program of its kind in the nation. The purpose of the program is to increase the number of individuals who complete the doctorate and who may be interested in potentially applying and competing for future CSU instructional faculty positions. The program seeks to accomplish this goal by providing financial aid in the form of loans to doctoral students with the motivation, skills, and experience needed to teach the diverse student population of the CSU. If the participant obtains a full-time instructional faculty position in the CSU, the loan principal and interest are forgiven at the rate of 20 percent for each year of service. After five years of full-time CSU faculty service, the entire loan amount can be forgiven. For more information, visit www.cpp.edu/faculty-affairs/chancellors-doctoral-incentive-program/index.shtml.

CALIFORNIA PRE-DOCTORAL PROGRAM

The California Pre-Doctoral Program is designed to increase the diversity pool of University Faculty by supporting the doctoral aspirations of CSU students who have experienced economic and educational disadvantages. The CSU Chancellor's Office selects students from each CSU campus to be Sally Casanova Pre-Doctoral Scholars. The scholars receive up to \$3000 for graduate school preparation (e.g., travel expenses for graduate school visits, application fees, test fees, etc.). The scholarship does not pay for school tuition and fees. Pre-Doc scholars are also eligible for paid summer research internships and access to special meetings with graduate school recruiters. A special emphasis is placed on increasing the number of CSU students who enter graduate programs at one of the University of California campuses. Graduate students may apply. At Cal Poly Pomona, the Kellogg Honors College is the campus coordinating office. For more information about eligibility, the application process, and deadlines for applying, visit www.cpp.edu/honorscollege/current-students/predoc.shtml. For more general information, visit the Chancellor's Office website at www.calstate.edu/predoc/about.

EMPLOYMENT

Cal Poly Pomona offers student assistant positions to enrolled students who are interested in working on campus. The student assistant program does not require that you show financial need. If you are interested in student assistant job openings, visit the Career Center's website at www.cpp.edu/career. Some positions may involve work in your academic department.

FEDERAL/STATE FINANCIAL AID PROGRAM

For more information about all state, federal and institutional aid programs, visit the Office of Financial Aid & Scholarships website at www.cpp.edu/financial-aid. The priority application deadline is January 1 to March 2. Applications received after March 2 will be considered for limited funding only.

FELLOWSHIPS, SCHOLARSHIPS AND OTHER FINANCIAL AID RESOURCES

www.finaid.org

FinAid has a stellar reputation in the educational community as the best Web site of its kind. It's comprehensive, it's informative, its objective--and it's the first stop on the Web for students looking for ways to finance their education.

www.sacnas.org

The mission of the Society for the Advancement of Chicano and Native American Students is to encourage Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for research careers and science teaching professions at all levels.

www.gradschool.cornell.edu/fellowships

The Cornell University Graduate School Fellowship Notebook is a database of fellowships, the majority of which are from non-Cornell sources. Those interested in consulting the notebook are welcome to do so.

www.petersons.com

Since 1966, Peterson's has helped to connect individuals, educational institutions, and corporations through its critically acclaimed books, Web sites, online products, and admissions services. Peterson's reaches an estimated 105 million consumers annually with information about colleges and universities, career schools, graduate programs, distance learning, executive training, private secondary schools, summer opportunities, study abroad, financial aid, test preparation, and career exploration.

www.aauw.org

Each year the American Association of University Women Educational Foundation awards nearly \$3 million to help outstanding women scholars, teachers and activists. The AAUW Legal Advocacy Fund grants financial awards to women fighting discrimination in higher education and to programs that advance equity on campus.

www.gradschools.com

Besides being the most comprehensive online source of graduate school information, it also has a link to a list of various fellowships being offered.

www.graduateguide.com

In addition to providing information about graduate schools, graduate exams, college fairs and conferences; the Graduate Guide offers a large Financial Aid Section.

www.phdproject.org

The PhD Project began its mission in 1994 to increase the diversity of business school faculty by attracting African-Americans, Hispanic-Americans and Native Americans to business doctoral programs, and providing a network of peer support throughout the programs. Website has lists of all supporting sponsors and universities, as well as a page on funding opportunities.

GRADUATE ASSISTANTSHIPS AND TEACHING ASSOCIATES

Inquire in your department about the availability of graduate assistantships. In general, graduate assistants work from five to 20 hours a week, assisting professors in laboratory classes or as graders in large classes. Graduate Assistantships are not available in all departments and are most often available to advanced graduate students. In some instances, advanced graduate students are hired as a teaching associate and may serve as instructors in some lower division lecture or laboratory classes. Research assistantships as well as graduate traineeships may also be available to graduate students. Contact your department for availability information. For more information, visit www.cpp.edu/faculty-affairs/labor.shtml.

Need help navigating BroncoDirect?

Check out
One-Stop Student Services'
YouTube Channel!



ADMISSION TO
GRADUATION



CENTRALIZED
SUPPORT



ANSWERED
QUESTIONS

www.cpp.edu/onestop



cpponestop



cpp_onestop



askbillybronco

UNIVERSITY POLICIES

OFFICIAL UNIVERSITY COMMUNICATION

The university has established email as an official method of communication to students. Students will be notified of important dates, deadlines, requirements, processes, services and programs via their Cal Poly Pomona email account.

Students are responsible for all communications sent to their email account and to stay current and informed with the up-to-date information provided. Because some of the information is time-sensitive, the university strongly recommends that students check their Cal Poly Pomona email accounts daily.

Students are assigned a Cal Poly Pomona email address upon admission. Examples of communication that may be sent via e-mail include, but is not limited to deadlines for making tuition payments, registration deadlines, immunization requirements, opportunities for financial aid, and graduation information.

For technical help with your Cal Poly Pomona email, visit www.cpp.edu/ehelp.

ACADEMIC INTEGRITY

The university is committed to maintaining academic integrity throughout the university community. Academic dishonesty is a serious offense that can diminish the quality of scholarship, the academic environment, the academic reputation and the quality of a Cal Poly Pomona degree. All forms of academic dishonesty at Cal Poly Pomona are a violation of university policy and will be considered a serious offense. Academic dishonesty includes but is not limited to:

- Plagiarism, falsification, fabrication
- Cheating During Exams
- Use of Unauthorized Study Aids
- Falsifying any University Document

Cal Poly Pomona's university policy is intended to define clearly academic dishonesty at Cal Poly Pomona and to state the responsibility of students, faculty and administrators relating to this subject. For more information about the policy, visit http://catalog.cpp.edu/content.php?catoid=10&navoid=1220%20-%20Student_Conduct_and_Discipline#Academic_Integrity.

For more information, visit www.cpp.edu/studentconduct/Students/academic-integrity-resources.shtml.

NONDISCRIMINATION POLICY

Race, Color, Ethnicity, National Origin, Age, Genetic Information, Religion and Veteran Status.

The California State University does not discriminate on the basis of race, color, ethnicity, national origin, age, genetic information, religion or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.

The Office of Diversity and Compliance has been designated to coordinate the efforts of Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the Office of Diversity and Compliance by calling (909) 869-5152 or visiting Building 98, room B1-35. The CSU is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics. CSU Executive Order 1097 (www.calstate.edu/EO/EO-1097.pdf) is the system wide procedure

for all complaints of discrimination, harassment or retaliation **made by students** against the CSU, a CSU employee, other CSU students or a third party.

For more information, visit www.cpp.edu/diversity.

Disability

The California State University does not discriminate on the basis of disability in its programs and activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Students seeking academic adjustments and/or accommodations to their educational program related to a disability, should contact the Disability Resource Center (DRC). The Office of Diversity and Compliance has been designated to coordinate the efforts of Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on the basis of disability. Inquiries concerning compliance may be presented to the Office of Diversity and Compliance, at (909) 869-5152, or by visiting the CLA Building, Room B1-35. CSU Executive Order 1097 (www.calstate.edu/EO/EO-1097.pdf) is the system wide procedure for all complaints of discrimination, harassment or retaliation **made by students** against the CSU, a CSU employee, other CSU students or a third party.

For more information, visit the Office of Diversity and Compliance website at www.cpp.edu/diversity.

Sex/Gender/Gender Identity/Gender Expression/Sexual Orientation

The California State University does not discriminate on the basis of sex, gender, gender identity/gender expression or sexual orientation in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The Office of Diversity and Compliance has been designated to coordinate the efforts of Cal Poly Pomona to comply with all applicable federal and state laws prohibiting discrimination on these bases. Inquiries concerning compliance may be presented to the Office of Diversity and Compliance, at (909) 869-5152, or by visiting Building 98, Room B1-35. The California State University is committed to providing equal opportunities to male and female CSU students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence.

For more information, visit the Office of Diversity and Compliance website at www.cpp.edu/diversity.

POLICY ON PROHIBITION OF SEXUAL ASSAULT

Sexual assault is a felony under the law, and a violation of the CSU system wide policies, including EO 1097, and Cal Poly Pomona policies. Sexual assault includes rape, acquaintance rape, and sexual battery. The University will promptly investigate all allegations of sexual assault and take appropriate action where required. The following information summarizes the University's Sexual Assault Policy Statement.

Rape and sexual assault are criminal violations of California sexual assault laws and violations of the university code of conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to: (a) a criminal charge filed against the individual, and/or (b) an administrative proceeding initiated by the University. Proceedings may occur concurrently. Disciplinary actions may include probation, suspension, expulsion, or termination from the University even if there is no criminal prosecution. Additional sanctions may be imposed, depending upon the nature of the offense and surrounding circumstances.

Established Cal Poly Pomona student disciplinary, grievance or other complaint procedures, including those procedures found in CSU Executive Orders including 1095, 1097 and 1098, or the current Statement of Student Rights, Responsibilities and Grievance Procedures, will be utilized as appropriate in resolving these matters.

The University will respect the confidentiality of the survivor and will disclose information under the following circumstances: a) with the permission of the survivor, or b) when it is necessary for the safety or in the best interest of the campus community.

WHOM TO CONTACT IF YOU HAVE COMPLAINTS, QUESTIONS, OR CONCERNS

The university has designated a Title IX Coordinator to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. Your campus Title IX Coordinator is available to explain and discuss: you're right to file a criminal complaint (Sexual Violence and Assault); the university's relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

If you are in the midst of an emergency, please dial 9-1-1 or (909) 869-3070 if on campus and using a cell phone.

Please visit the Title IX website for more information and to access directory of Campus and Deputy Title IX Coordinators: www.cpp.edu/title-ix/contact-information.shtml.

University Police

police@cpp.edu

909-869-3070 (Non-emergency)

909-869-3399 (Anonymous Tip Line)

Emergencies: Dial 9-1-1 (24 hours / 7 days a week)

U.S. Department of Education, Office for Civil Rights:

(800) 421-3481 or ocr@ed.gov

If you wish to fill out a complaint form online with the OCR, you may do so at www2.ed.gov/about/offices/list/ocr/complaintintro.html.

Title IX requires the university to adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence as well as provide training, education and preventive measures related to sex discrimination. CSU Executive Order 1097 (www.calstate.edu/EO/EO-1097.pdf) is the system-wide procedure for all complaints of discrimination, harassment or retaliation **made by students** against the CSU, a CSU employee, other CSU students or a third party. For more information about the complaint procedure, visit www.cpp.edu/diversity/complaint/student-complaint-procedures.shtml.

Additional Resources:

www.cpp.edu/title-ix/additional-resources.shtml

TITLE IX TRAINING

What is Title IX?

A federal law prohibiting discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities (both on and off campus). Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity..."

Sexual harassment and sexual violence are forms of sex discrimination prohibited by Title IX. Title IX also prohibits retaliation against people for making or participating in complaints of sex discrimination. For more information about Title IX, visit www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

The University's primary concern is the safety of its campus community members. All California State University students are required to take Title IX online training. It is part of a system-wide effort to ensure that all students are provided a safe learning environment. For information on Student Title IX Training & FAQs, visit www.cpp.edu/title-ix/title-ix-training.shtml.

PRIVACY RIGHTS OF STUDENT EDUCATIONAL RECORDS

The information contained in a student's educational record is protected under the federal Family Educational Rights and Privacy Act, also known as FERPA. Only directory information may be released to individuals outside the university without the student's written consent. However, FERPA does not require the university to release directory information.

Students may request that directory information not be released by completing and signing a Privacy Request and submitting it to the Registrar's Office. Campus employees may not release directory information when the student's record has the confidentiality flag set.

Note: The University is required to comply with subpoenas and search warrants that are issued in a manner prescribed by law.

For more information, visit www.cpp.edu/registrar/privacy-rights.shtml.

STUDENT CONDUCT AND DISCIPLINE

It is expected that all students are enrolled for serious educational pursuits and that their conduct will preserve an atmosphere of learning. All students are expected to assume the responsibilities of citizenship in the campus community. Association in such community is purely voluntary, and students may withdraw from it at any time that they consider the obligations of membership disproportionate to the benefits.

While enrolled, students are subject to university authority, which includes the prerogative of dismissing students whose conduct is inimical to the aims of an institution of higher education.

Rules of student conduct are included in the California Code of Regulations, Title 5, beginning at Section 41301.

A student who violates university policies or regulations is subject to disciplinary action which can result in a warning, probation, suspension, or expulsion. Procedures under which the university may take disciplinary action against a student are specified by the Chancellor of the California State University as described in Executive Order 1098. These procedures are on the Student Conduct & Integrity website at www.cpp.edu/studentconduct and are on file in the Office of Student Conduct & Integrity in Building 26, room 133.

Inappropriate conduct by students or by applicants for admission is subject to discipline as provided in Sections 41301 and 41302 of Title 5, California Code of Regulations. For further details on these sections, visit http://catalog.cpp.edu/content.php?catoid=10&navoid=1220#Student_Conduct_and_Discipline.

STUDENT COMPLAINT PROCEDURE

The California State University takes very seriously complaints and concerns regarding the institution. If you have a complaint regarding the CSU, you may present your complaint as follows:

- 1.) If your complaint concerns CSU's compliance with academic program quality and accrediting standards, you may present your complaint to the Western Association of Schools and Colleges (WASC) at www.wascsenior.org/comments. WASC is the agency that accredits the CSU's academic programs.
- 2.) If your complaint concerns an alleged violation by CSU of a state law, including laws prohibiting fraud and

false advertising, you may present your claim to the Campus President or to the Director of Student Conduct & Integrity at seashe@cpp.edu. The President or designee will provide guidance on the appropriate campus process for addressing your particular issue.

If you believe that your complaint warrants further attention after you have exhausted all the steps outlined by the President or designee, or by WASC, you may file an appeal with the Associate Vice Chancellor, Academic Affairs at the CSU Chancellor's Office. This procedure should not be construed to limit any right that you may have to take civil or criminal legal action to resolve your complaint.



A master's student in business administration at the 2016 College of Business Administration Commencement ceremony.

UNIVERSITY SUPPORT SERVICES

ASSOCIATED STUDENTS, INC.

Established in 1963, Associated Students Inc. (ASI) is a recognized auxiliary organization of Cal Poly Pomona that is led, funded and mainly staffed by students. Guided by the core commitments to the promotion of student development and provision of quality facilities, programs and services, ASI provides for student involvement and representation at the campus and system-wide level and offers leadership development through student government, student-led programming and student employment. ASI fully supports the enrichment of student life by providing annual funding support for student clubs and organizations, diversity programs and academic support programs.

Every Cal Poly Pomona student is a member of ASI. ASI provides leadership and learning opportunities for students through student government. ASI Student Government consists of student leaders either elected by the student body or appointed by the ASI President/confirmed by the ASI Senate to serve a specific function. As a whole, Student Government aims to serve each student - from serving on campus and statewide committees, to planning and implementing fun campus events, to lobbying on behalf of student body to state legislators, to advocating for campus services.

Managed by ASI, the Bronco Student Center (Building 35) is host to an array of ASI programs and services including Student Government, Games Room Etc., Bronco Exhibit Gallery, Bronco Events and Activities Team (BEAT), Marketing, Design and Public Relations, Conference and Events Services and ASI Financial Services.

The Bronco Student Center is also home to the Cal Poly Federal Credit Union, Bronco Copy 'N Mail, Bank of America ATM and hydration stations courtesy of ASI. The Bronco Student Center has multiple food venues in the Center Court including Subway, Qdoba, Round Table Pizza, Hibachi-San, Peet's Coffee, Freshens Smoothies, Poly Fresh Market and a variety of vending locations in partnership with the Cal Poly Pomona Foundation.

The Bronco Recreation and Intramural Complex is a 165,000 square-foot facility open to students and the campus community. When Cal Poly Pomona students pay their tuition and mandatory fees, they are automatically a member of the BRIC. That membership grants students access to the BRIC facility and all of its programs, events and amenities.

For more information about ASI, Student Government, BEAT or any other ASI programs and services, visit asi.cpp.edu, the Bronco Student Center (Building 35), or the Bronco Recreation and Intramural Complex (Building 42).

BRONCO ACCESS CARD

The Bronco Access Card is the official photo identification for all Cal Poly Pomona faculty, staff, students and affiliates and must be carried at all times while on campus. This card is more than just the official identification card. It also offers the safety and convenience of not having to carry cash on campus, and allows access to campus services, buildings, and laboratories. This entitles you to the following privileges:

- Use of computing resources
- Use of the University Library
- Use of Health Services
- Access to Recreational and Fitness facilities on campus
- Use as a debit card for on-campus purchases

For more information, visit www.cpp.edu/admissions/broncoaccess.

CAREER CENTER

Graduate students have access to Career Center services such as resume and cover letter help, practice interviews and more. The Career Center also offers special assistance to graduate students. For more information, visit www.cpp.edu/career/student.

CHILDREN'S CENTER

The Children's Center is housed near the Bronco Student Center and operates under the administration and support of ASI and Cal Poly Pomona. The Children's Center has since developed into a high-quality early education preschool center for families with young children. The Center is committed to providing an educational experience for student-parents, faculty, staff and the community in an affordable way. For more information about the Children's Center, visit <http://asi.cpp.edu/services/childrens-center>.

COMPUTER LABS

The university offers several open access general computing labs that are available for use by anyone with a current and valid Bronco Access Card.

Campus Center

Building 97, room 121
M-F 8 a.m. to 5 p.m.

24-Hour Computer Lab

Building 15, first floor
Open 24 hours

COUNSELING SERVICES

Mental health is an important part of your overall health and wellness. If you are struggling with anxiety, depression, substance abuse, or other mental health problems, you can make an appointment with one of the counselors in Counseling Services or a physician in Health Services. Counseling Services is located in Building 66, room 116. Counseling sessions are provided by licensed therapists and included in your mandatory health fee. For more information, visit www.cpp.edu/healthcounseling/counseling.

DISABILITY RESOURCE CENTER

The DRC has been designated as the campus authority to verify disabilities and to prescribe specific accommodations for students with documented disabilities. Individualized programs are designed to enable students to compete academically on an equal basis with their non-disabled peers. Academic accommodations and support services are available to students who have mobility, visual or hearing impairments, chronic health conditions, and/or attention, learning or psychological disorders. Students with temporary disabilities (e.g., broken arm, sprained ankle) may also be served. Some of the services offered include alternate media, note taking, test proctoring, interpreting and real-time captioning for the hearing impaired, priority registration, use of specialized equipment, and disability-related counseling. For more information, visit www.cpp.edu/drc.

HELP DESK

If you are having technical difficulty with any of Cal Poly Pomona's online services, you can get online assistance at <https://ehelp.wiki.cpp.edu>.

You can also get personal assistance at the IT Service Desk in Building 1, room 100 or at the Student Tech Desk at the University Library on the second floor. You can also send an email to helpdesk@cpp.edu or call (909) 869-6776. For hours of operation and more information, visit https://ehelp.wiki.cpp.edu/Contact_Information.

INTERNATIONAL CENTER

The International Center provides an inviting location for domestic and international students and scholars to meet, obtain information about overseas study, read about current events in the U.S. and the world, and share their experiences. The Center also sponsors on and off-campus activities for international students.

The International Center also assists international students with understanding immigration regulations and University policy and procedures. The International Center issues the I-20 and DS2019, immigration documents necessary to enter the United States as an F-1 and J-1 Visa student, scholar or specialist. For more information, visit www.cpp.edu/international.

LEARNING RESOURCE CENTER & UNIVERSITY WRITING CENTER

The Learning Resource Center is the university's comprehensive tutoring service, promoting the development of students' critical thinking, problem solving, and analytical skills through tutoring, workshops, test preparation and study skills development. The Learning Resource Center programs are Bronco Tutoring; Reading, Advising, & Mentoring Program; and the University Writing Center. All tutors are trained and College and Reading Learning Association certified. The Learning Resource Center is located on the second floor of the University Library, rooms 2919 and 2921. For more information about the Learning Resource Center, visit www.cpp.edu/lrc.

MEDICAL AND DENTAL INSURANCE

Domestic students have a prepaid student health fee that covers most services. However, in the event you need more extensive care or need to be referred to a specialist, you will be responsible for the cost of that outside care. If you are no longer eligible under your parent's insurance, Associated Students, Inc. offers CSU HealthLink, a quality healthcare insurance program sponsored by the California State University system and developed specifically for its students. For more information, visit www.cpp.edu/healthcounseling/about/insurance.shtml.

International students are required to carry comprehensive health insurance. For more information, visit www.cpp.edu/healthcounseling/about/insurance.shtml.

MYCPP AND OTHER ONLINE SERVICES

MyCPP is the main dashboard for students to access a variety of campus services such as BroncoDirect, Blackboard, Cal Poly Pomona email and more! To log on to MyCPP, visit my.cpp.edu and enter your BroncoName and Password.

You can find links to other Cal Poly Pomona online services at www.cpp.edu/online-services.shtml.

OFFICE OF STUDENT LIFE AND CULTURAL CENTERS

The Office of Student Life & Cultural Centers (OSLCC) provides resources for Greek life, clubs and organizations, Bronco LEAD, and six cultural centers. OSLCC coordinates projects, programs, resources and services, while providing an open environment to engage and learn about important issues in and out of our community. For more information, visit www.cpp.edu/oslcc.

OMBUDS

The Ombuds Office offers confidential, neutral, independent and informal assistance in resolving your issues, problems or concerns. Ombuds serves all members of the Cal Poly campus, including students, faculty, staff and administrators. For more information, visit www.cpp.edu/ombuds.

PARKING & TRANSPORTATION SERVICES

Students may park in any student parking lot with the proper Cal Poly Pomona Permit. Permit valid dates are printed on

the permits. Students who live on campus will receive a residential sticker from Housing that will allow them to park in the designated residential areas on campus. For more information or to buy a parking permit, visit www.cpp.edu/parking.

Bus and Train Tickets

Students receive discounts on train and bus tickets. To download applications for college discounts, visit www.metro.net/riding/fares/collegevocational.

REGISTRAR'S OFFICE

The Registrar's Office provides an important link between academic policies of Cal Poly Pomona and our academic departments and students. It is the responsibility of the Registrar's Office to safeguard the security and integrity of information, while working toward providing fast and friendly service. For more information, visit: www.cpp.edu/registrar.

STUDENT CONDUCT & INTEGRITY

The Office of Student Conduct & Integrity assists students, faculty, staff, and the campus community in keeping a safe and fair environment both inside and outside of the classroom. Student Conduct & Integrity is the office on campus that is responsible for holding students accountable to the Student Conduct Code. This means handling a wide variety of student misconduct and disciplinary concerns, such as alcohol violations, theft, academic dishonesty, evictions from housing and more. They engage in an educational process to ensure a fair resolution for violations. In accordance with Executive Order 1098 and Title IX, as implemented through Executive Orders 1095 and 1097, The Office of Student Conduct & Integrity investigates issues of student misconduct to determine if there has been a violation of the Student Conduct Code. If students are found responsible for a violation, students receive educational sanctions which can range anywhere from warnings to expulsion from the California State University system.

For more information, please visit the Office of Student Conduct & Integrity at <http://www.cpp.edu/studentconduct>.

STUDENT HEALTH AND COUNSELING SERVICES

Student Health and Counseling Services is a fully staffed ambulatory care facility, providing high quality and convenient basic medical and educational services at little or no cost to you as a student. A wide range of services are offered to students, including early treatment of illnesses and injuries; diagnostic and preventive care; and health promotion programs/outreach services through the Wellness Center. The department is funded primarily by a mandatory student health fee. For more information, visit www.cpp.edu/healthcounseling.

TEST CENTER

Test Center services include registration and administration of CSU-mandated academic tests, provision of registration materials for a variety of tests, information on standardized test programs, testing for outside-agency certification, testing for distance-learning programs and testing for off-campus, external degrees. For more information, visit www.cpp.edu/testcenter.

TITLE IX OFFICE

The university has designated a Title IX Coordinator to monitor and oversee overall compliance with laws and policies related to nondiscrimination based on sex. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint (Sexual Violence and Assault); the university's relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. For more information, visit <http://www.cpp.edu/title-ix/index.shtml>.

UNIVERSITY HOUSING SERVICES

Living on campus is the ultimate way to experience Cal Poly Pomona, as you'll find plenty of opportunities to expand your academic knowledge, build friendships and explore the diverse campus culture. Graduate Students can live in the Residential Suites, the Lyle Center for Regenerative Studies, and the University Village. Students who are not living on-campus can visit the University Housing Services website for off-campus living options in the local area. For information about the Residential Suites and the Lyle Center, visit www.cpp.edu/housing. For more information about the University Village, visit <https://foundation.cpp.edu/village>.

UNIVERSITY LIBRARY

Your Bronco Access Card is your University Library card: you will need it to check out books, enter the 24-hour Computer Lab and access some of the study rooms. You can also create a Library PIN to use the Self Check out Machine to check out books and access the Library's databases and electronic journals from home. For information about the University Library, visit www.cpp.edu/library. For more new user information, visit <http://libguides.library.cpp.edu/newusers>.

UNIVERSITY POLICE

The University Police Department is responsible for law enforcement, security, and emergency response at Cal Poly Pomona. The department is staffed by trained professional police officers, civilian staff and auxiliary personnel and is operative 24 hours a day, year-round. The peace officers of this department have statewide police authority, and are vested with law enforcement powers and responsibilities, identical to the municipal police or sheriff's departments in your community. The department is responsible for all crime reports and investigations on campus (except homicides and missing persons per the Kristin Smart Act). The department responds to over 10,000 calls for service annually and offers a wide range of programs and services, including alarm system and security surveys; crime prevention presentations; police ride-alongs; special events, and self-defense workshops. For more information, visit www.cpp.edu/police.

General Campus Safety

Campus safety is a shared responsibility. Follow these steps to help protect yourself and your community by limiting your exposure to risks and crimes of opportunity.

General Tips

- Save emergency contact numbers in your phone.
- Keep personal belongings in view at all times.
- Report any suspicious activity to the Police immediately.
- Know the locations of campus and Code Blue phones in parking lots.
- Avoid working or studying alone.
- Stay in well-lit, well-populated areas at night.
- Ensure your vehicle is locked and windows are closed.

Pedestrian and Safe Driving Tips

- Avoid using your cell phone or electronics when crossing roadways and parking lots.
- Use marked crosswalks and walk on sidewalks whenever possible.
- Ensure that vehicle traffic has stopped before entering the crosswalk.
- Allow plenty of time to arrive to campus and locate parking.
- Drive at posted speed limits.
- Do not text while driving.

On-and-Off Campus Housing Tips

- Do not prop doors open or allow strangers to enter residence halls.

- Always lock your door whenever you leave your room – even if just for a few minutes.
- Engrave valuables with your California ID or Driver's License number.
- Keep serial numbers of all valuables.

police@cpp.edu

(909) 869-3070 (Non-emergency)

(909) 869-3399 (Anonymous Tip Line)

Emergencies: Dial 9-1-1 (24 hours / 7 days a week)

VETERANS RESOURCE CENTER

The University offers several programs and services to meet the unique academic and personal needs of our veterans, including the Veterans Resource Center as a central hub of information and support. For more information, visit www.cpp.edu/veterans.



A master's student in public administration being hooded at the 2016 College of Letters, Arts, and Social Sciences ceremony.

GRADUATE STUDIES & UNIVERSITY FORMS

GRADUATE ACADEMIC PETITION

https://www.cpp.edu/academic-programs/graduate-studies/documents/Graduate_Academic_Petition.pdf

Continuing graduate students must file this form when:

- Amending a master's contract (e.g., change in unit requirement for a class, add/delete courses listed on the contract, transfer of units from another University if not already listed on a Master's contract).
- Substituting a course on a master's contract for another course applicable to the master's program.
- Submitting a Change of Status from conditional to unconditional standing.
- Requesting a recertification for courses more than 7 years old. For more information about recertifying expired courses, visit <https://www.cpp.edu/academic-programs/graduate-studies/policies-and-procedures/expired-coursework.shtml>. Each student should check with their department and or/ graduate program coordinator to find out what the college policy is for certification of outdated coursework.

PETITION TO CHANGE/ADD GRADUATE DEGREE OBJECTIVE

https://www.cpp.edu/academic-programs/graduate-studies/documents/Change_or_Add_Degree_Objective.pdf.

Continuing graduate students must file this form when:

- Changing from one major field to another for the master's degree.
- Changing from a certificate/credential objective to a master's degree objective.
- Adding a master's degree to a credential program.
- Changing from no objective to a stated master's degree objective.

For more information, refer to the Changes in Degree Objective section under Academic Policies.

RESEARCH CERTIFICATION FORM

https://www.cpp.edu/academic-programs/graduate-studies/documents/ResearchCertificationFormforMaster_revisedMay2011.pdf

The Research Certification Form is be filled out by student and their committee chair before collecting any data for the student's thesis or project that may involve the use of humans and/or animals in some way.

REPORT OF CULMINATING EXPERIENCE

https://www.cpp.edu/academic-programs/graduate-studies/documents/RCEform_Oct.2010.pdf

This report certifies that a graduate student has successfully completed all components of the Culminating Experience for the designated degree as specified in the University Catalog. This form is to be filed by all graduate students who are applying to graduate and will be kept by the Evaluations office as part of the student's permanent file.

LEAVE OF ABSENCE PETITION

<https://polyform.cpp.edu/LoginFormProc/UnityForm.aspx>

This form is used to request an absence of more than two consecutive quarters, but no more than eight consecutive quarters. This form can now be filed online through PolyDoc.

REQUEST FOR CLASS WITHDRAWAL FOR SERIOUS AND COMPELLING REASONS

RETROACTIVE WITHDRAWAL REQUEST

www.cpp.edu/academic-programs/academic-advising/university-policy-information/retroactive-withdrawal.shtml.

For more information, refer to the Retroactive Withdrawal section under Academic Policies.



A master's student in agriculture at the 2016 College of Agriculture Commencement ceremony.

CAMPUS RESOURCES

Admissions	Bldg. 98	(909) 869-5299	www.cpp.edu/admissions
African American Student Center	Bldg. 95	(909) 869-5006	www.cpp.edu/oslcc/aasc
Asian & Pacific Islander Student Center	Bldg. 95	(909) 869-5023	www.cpp.edu/oslcc/apisc
Associated Students, Inc. (ASI)	Bldg. 35	(909) 869-2800	www.asi.cpp.edu
Athletics	Bldg. 43	(909) 869-2810	www.broncoathletics.com
Bronco Bookstore	Bldg. 66	(909) 869-3274	www.broncobookstore.com
Bronco Copy 'N Mail	Bldg. 35	(909) 869-3296	www.cpp.edu/procurement/graphics/bcm.htm
Cal Poly Federal Credit Union	Bldg. 35	909-598-6548	www.calpolyfcu.org
Career Center	Bldg. 97	(909) 869-2342	www.cpp.edu/career
Student Accounting and Cashiering Services	Bldg. 98	(909) 869-6869	www.cpp.edu/student-accounting
Campus Closure Information		(909) 869-POLY (toll free)	www.cpp.edu/safety/emergency-communication
Center for Community Engagement	Bldg. 1	(909) 869-4269	www.cpp.edu/cce
Cesar E. Chavez Center for Higher Education	Bldg. 95	(909) 869-5035	www.cpp.edu/oslcc/cecche
Children's Center	Bldg. 116	(909) 869-2284	www.asi.cpp.edu/services/childrens-center
College of Agriculture	Bldg. 2	(909) 869-2200	www.cpp.edu/agri
College of Business	Bldg. 164	(909) 869-2400	www.cpp.edu/cba
College of Education and Integrative Studies	Bldg. 6	(909) 869-2300	www.cpp.edu/ceis
College of Letters, Arts, and Social Sciences	Bldg. 5	(909) 869-3500	www.cpp.edu/class
Collins College of Hospitality Management	Bldg. 79B	(909) 869-2275	www.cpp.edu/collins
College of Engineering	Bldg. 9	(909) 869-2600	www.cpp.edu/engineering
College of Environmental Design	Bldg. 7	(909) 869-2666	www.cpp.edu/env
College of Science	Bldg. 8	(909) 869-3600	www.cpp.edu/sci
Dean of Students	Bldg. 26	(909) 869-6990	www.cpp.edu/deanofstudents
Disability Resource Center (DRC)	Bldg. 9	(909) 869-3333	www.cpp.edu/drc
Emergency Management/Emergency Services Coordinator	Bldg. 91	(909) 869-6981	www.cpp.edu/police
Financial Aid & Scholarships	Bldg. 98-T-3	(909) 869-3700	www.cpp.edu/financial-aid
International Center	Bldg. 1	(909) 869-3267	www.cpp.edu/international
Learning Resource Center (LRC)	Bldg. 15	(909) 869-3502	www.cpp.edu/lrc
Library	Bldg. 15	(909) 869-3074	www.cpp.edu/library
Native American Student Center	Bldg. 26	(909) 869-3967	www.cpp.edu/oslcc/nasc
my Bronco Activity Record (myBAR)			www.calpolypomona.collegiatelink.net
Office of Student Life & Cultural Centers (OSLCC)	Bldg. 26	(909) 869-2841	www.cpp.edu/oslcc
Ombuds Office	Bldg. 1	(909) 869-3728	www.cpp.edu/ombuds
Parking & Transportation Services	Bldg. 109	(909) 869-3061	www.cpp.edu/parking
Pride Center	Bldg. 26	(909) 869-3064	www.cpp.edu/oslcc/pride
Registrar's Office	Bldg. 98-R2	(909) 869-3000	www.cpp.edu/registrar

CAMPUS RESOURCES

Student Conduct & Integrity	Bldg. 26	(909) 869-6985	www.cpp.edu/studentconduct
Student Health and Counseling Services	Bldg. 46	(909) 869-4000	www.cpp.edu/healthcounseling
Health Services	Bldg. 46	(909) 869-4000	
Counseling Services	Bldg. 66 -116	(909) 869-3220	
Wellness Services	Bldg. 46— West Entrance	(909) 869-5272	
Study Abroad	Bldg. 1	(909) 869-4682	www.cpp.edu/international/study_abroad
Test Center	Bldg. 98-P2	(909) 869-3353	www.cpp.edu/academic/testcenter
Title IX Office	Bldg. 98-B1- 102	(909) 869-2708	www.cpp.edu/title-ix
University Police	Bldg. 109	(909) 869-3070	www.cpp.edu/police
Veterans Resource Center	Bldg. 98-R2	(909) 869-2782	www.cpp.edu/veterans
Violence Prevention & Women's Resource Center	Bldg. 95	(909) 869-3112	www.cpp.edu/oslcc/vpwrc



Master's students in hospitality management at the 2015 Collins College Commencement ceremony.

CAMPUS MAP AND KEY





Building Name		Building Name	
1	Building One (C2)	64	Rose Float Laboratory (K2)
2	Agriculture, College of (B3)	65	Pesticide Building (I2)
3	Science Laboratory (C2)	66	Bronco Bookstore (E4)
4	Biotechnology (C3)	67	Equine Research Facility (H2)
4A	BioTrek Learning Center (C3)	68	Ag Barns (B4)
5	Letters, Arts & Social Sciences, College of (C3)	70	Los Olivos Dining Commons (E1)
6	Education & Integrated Studies, College of (D2)	71	Facilities, University Housing Services (G1)
7	Environmental Design, College of (B3)	75	Procurement & Receiving (K3)
8	Science, College of (B3)	76	Kellogg West Conference & Dining (C3)
9	Engineering, College of (C2)	77	Kellogg West Main Lodge (B4)
13	Art Department/Engineering Annex (E2)	78	Kellogg West Addition (C3)
15	Library (E3)	79	Collins College of Hospitality Management (C4)
17	Engineering Laboratories (E2)	81	Facilities Management (I3)
20	Residence Hall, Encinitas (F1)	82	Facilities Management Warehouse (I3)
21	Residence Hall, Montecito (F1)	82A	Carpenter Shop (K3)
22	Residence Hall, Alamitos (F1)	83	Auto Shop (K3)
23	Residence Hall, Aliso (F1)	85	iPoly High School (E7)
24	Music (D3)	86	English Language Institute (E5)
25	Drama Department / Theatre (D4)	89	Interim Design Center (J2)
26	Union Plaza (E4)	91	Information & Technology Services (F1)
27	Water Treatment Plant (F3)	92	Laboratory Facility (B3)
28	Fruit & Crops Unit (J2)	94	University Office Building (D2)
29	W.K. Kellogg Arabian Horse Center (H3)	95	Cultural Centers (D3)
30	Agriculture Unit (A4)	97	Campus Center Marketplace (D3)
31	Poultry Unit & Poultry Houses (A4)	98	Classroom, Laboratory & Administration Bldg. (E2)
32	Beef Unit & Feed Shed (B4)	99	Storage Building (I1)
33	Feedmill (B5)	100	Storage Building (I1)
34	Meat Lab (A5)	106	Parking Structure (F2)
35	Bronco Student Center (D4)	109	Police, Parking, & Rideshare (G2)
35A	Art Gallery, W. Keith and Janet Kellogg University (D3)	111	Manor House (D2)
37	Swine Unit & Shelters (D6)	112	Kellogg House Pomona (D1)
38	Sheep & Wool Unit (D6)	113	Kellogg Guest House (C1)
41	Gymnasium, Darlene May (D6)	116	Children's Center (E4)
42	Bronco Recreation & Intramural Complex (E5)	150	MASA House (E3)
43	Gymnasium, Kellogg (F5)	162	Business Administration, College of (F1)
45	Agricultural Engineering (J2)	163	Business Administration, College of (E1)
46	Student Health Services (B3)	164	Business Administration, College of (F1)
47	Tractor Shop (K2)	193	Chilled Water Plant (A3)
48	Custodial Offices (K3)	200	University Village (G8)
49	Facilities Management Training Center (I3)	209	Center for Regenerative Studies (C7)
52	Denny's/Vista Marketplace (F5)	210	LandLab Information Center (D7)
54	Residential Suites, Vista de las Estrellas (F4)	211	AGRIscapes and Farmstore (E8)
55	Foundation Administration Offices (E4)	212	Ornamental Horticulture Unit (E9)
56	Storage Building (I1)	216	Southern California Edison (H7)
57	Residence Hall, Palmitas (D2)	218	American Red Cross (J6)
58	Residence Hall, Cedritos (E1)	219	Southern California Edison (H6)
59	University Housing Services, La Cienega Center (D1)		Center for Training, Technology and Incubation (CTTI)
60	Residential Suites, Vista Bonita (F5)	220A	College of the Extended University (G7)
61	Residential Suites, Vista del Sol (F5)		Innovation Brew Works (G7)
62	Residential Suites, Vista de las Montañas (F5)	220B	NASA Commercialization Center (G7)
63	Residential Suites, Vista de la Luna (F5)	220C	CEU Administration (G7)

DATES AND DEADLINES 2016-17

Graduate Studies Office Deadlines

Project/Thesis Submission Deadlines:

<https://www.cpp.edu/academic-programs/graduate-studies/project-thesis-guidelines/deadlines.shtml>

Hard Copy Submission Deadlines:

Fall 2016: Dec. 13, 2016

Winter 2017: March 21, 2017

Spring 2017: June 8, 2017

Electronic Submission Deadlines:

Fall 2016: December 8, 2016

Winter 2017: March 16, 2017

Spring 2017: June 1, 2017

Registrar's Office Academic Calendar

Reference the Registrar's Office website at www.cpp.edu/registrar/calendars for a quick look at up-to-date important dates and deadlines for applying for graduation, registration, fee payment, and submitting registrar's office forms.

University Master Calendar

Reference the University Master Calendar at www.cpp.edu/events for information about university events.

Final Exam Calendar

Reference the Final Exam Calendar at www.cpp.edu/registrar/calendars/final-exam.shtml for information about quarterly finals schedules.

2016-2017 Petition Deadlines

Reference the 2016-2017 petition deadlines at https://www.cpp.edu/academic-programs/Documents/Academic_Programs_2016-17_Deadlines.pdf for information about quarterly deadlines on Retroactive Withdrawal, Grade Appeal, and GWT petitions.